



Committee Management User's Group (CMUG)

Meeting Date: July 27, 2005, Wednesday
Time: 1–4 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms
Next Meeting: August 24, 1–4 p.m., Rockledge 2, Room 7111

CM Web URL: <http://apps.era.nih.gov/cm/>

Action Item(s)

1. (Anna Snouffer) Investigate rearranging the residential address so that the real, current address appears first on the page.

CMUG Business

Disbanding CMUG

The group learned at an eRA Project Team Associates meeting, that the CMUG may disappear. David Clary stated that discussions are ongoing on restructuring the way IMPAC II issues and concerns are handled. The main reasoning behind this potential change is that OER does not believe that the ICs are adequately represented. One way that this new alternative might be structured is to have one person represent several ICs and come together as a group to relay their ICs concerns on IMPAC II issues. .

The CMUG members in attendance voiced their opinions, advocating that the meeting continue on as-is, since it has proven to be a good avenue of discussion. Everyone was reminded that this plan is not definite, and that they are simply being informed of this potential alteration. Group members agreed that if the change does take place, they would continue to meet, since the information garnered at these meetings is still valuable. There is no reason that it cannot still exist as a forum for an exchange of ideas.

CM Web-based Update

David Clary stated that all initial testing on the CM web conversion is now complete. Even though there were only 15 testers, many problems (including many “showstoppers”) have been identified. August 9th is the date when the new code to fix these problems will arrive. Sophonia Simms will then set up the acceptance testing. Sophonia and David both hope that the acceptance testing will be available within the offices of the testers, rather than asking them go to a testing site. This would ensure a higher turnout for acceptance testing. Acceptance testing should take about eight weeks. Sophonia will keep us updated on any changes and the progress of the acceptance testing. David Clary asked that the Committee Management Officers allow the Committee Management Specialist and Assistants in their office to fully participate in the acceptance testing even if it is done at a testing site..

Proposed Client Server Shutdown Date

The proposed Client Server (CS) shutdown date is scheduled for mid October. This is not a definite date, and will most likely be pushed back if major problems are identified during the acceptance testing. Group members voiced their disapproval with this slated date, since there are many other issues going on during October, such as the FOP and ACR report. September through October is a very busy time when many users need Client Server. The definite cut-off date for CS is December 31, 2005, so it needs to be shut down sometime before then. Forcing the shutdown will give users more incentive to complete acceptance testing.

CMUG Discussions – Residential Address and Editing Meetings

Resident Address

When obtaining a new, real residential address, the original address will appear on the screen before the current residential address. Users are thus forced to hunt around for the updated address. Group members would like to view the preferred address first. Anna Snouffer said that she will look into this option.

Action: (Anna Snouffer) Investigate rearranging the residential address so that the real, current address appears first on the page.

Editing Meetings

The group expressed the need to import entire committee rosters within Committee Management. There is a “copy roster” function in the web-based version, which allows users to import larger groups within a roster, one by one / screen by screen. This certainly is far from importing the entire roster at once, but it is much better than doing so member by member.

DUNS Numbers

Reviewers, in order to get paid for attendance at review meetings, must have a Data Universal Numbering System (DUNS) number, as well as registering with the Center for Career Resources (CCR). The DUNS number is given to every single reviewer and can be compared to a Social Security Number in usage. It must be updated every year. If a reviewer does not have a United States bank account, then he or she must obtain a NATO Cage Number instead. These rules apply to every reviewer and are effective starting October 1; however, reviewers should be aware of this development now.

Use of the Electronic Communications Federal Advisory Committee

The new electronic policy requires that there be a quorum of members present and engaged in discussion during a meeting. While this used to only apply to face-to-face meetings, it is now compulsory for electronic meetings (i.e., video conferences and teleconferences). The quorum for

chat rooms, however, cannot be regulated, as the format allows members to come and go as they please and at any time.

Table Talk

Group members asked what they were supposed to do with the Social Security Numbers that Anna sent to them recently. She explained that grant applications are required to include the last four digits of an SSN for identification. The referral branch contractors entering data do not check to see what format the data is in and overwrite the data in the profile with the four digit number. They are being sent these to go over them to see if they are correct before uploading new data. The group expressed worry that their fields were getting corrupted. Anna suggested that if anyone had any suggestions to make this process easier, they should put it in writing and send it to her.

Attendees

Campbell, Bonnie (AHRQ)	Caraballo, Kim (NICHD)	Clary, David (OD)
Colston, Carmen (AHRQ)	David, Tracey (OD)	Grabner, Caroline (NHLBI)
Kemmerle, Donna (NIDCD)	Manouelian, Denise (NIDDK)	Nuss, Mary (NIAID)
Paugh, Steven (LTS/OD)	Rustin, Lisa (NCI)	Scibek, Carol (CSR)
Sinnett, Ev (CSR)	Valeda, Kathryn (NHLBI)	Vilensky, Zenia (NCI)
Whelan, Kate (NIMH)	Snouffer, Anna (OD)	